

**BYRNE JUSTICE ASSISTANCE GRANT PROGRAM  
GUIDELINES AND APPLICATION INSTRUCTIONS  
FOR NEW PROJECTS STARTING JULY 1, 2008**

**Department of Criminal Justice Services  
202 North 9th Street  
Richmond, Virginia 23219**

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# **BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM GUIDELINES FOR NEW PROJECTS STARTING JULY 1, 2007**

## **I. INTRODUCTION**

The Department of Criminal Justice Services is making available federal funds for grants to support **new** projects in the following areas:

- 1) School and Campus Safety Projects;
- 2) School Resource Officers;
- 3) Crisis Intervention Team Pilot Projects;
- 4) Assessing the Impact of and Responding to the Mentally Ill in the Criminal/Juvenile Justice Systems;
- 5) Crime & Delinquency Prevention in Minority/Immigrant Communities;
- 6) Recruiting and Retention of Criminal Justice Professionals; and
- 7) Criminal Justice System Improvements.

Funds for these grants come from money allocated to Virginia through the Edward Byrne Memorial Justice Assistance Grant (JAG) Program.

This document contains information about the rules and requirements governing this grant program, the types of projects eligible for funding, links to the grant application forms, and instructions for completing and submitting them.

### ***Requirements/Limitations***

#### ***Eligibility***

The following entities are eligible to apply for and receive these funds:

- 1) units of local government;
  - 2) state institutions of higher learning;
- (Note: A police department, sheriff's office, or school division may manage the program; but the grant application must be submitted by and the funds awarded to a unit of local government or a state college or university.)
- 3) state agencies;
  - 4) private, non-profit organizations.

For this offering, consideration will be given only to **new** projects that are not currently being supported by a grant program administered by DCJS or the United States Department of Justice.

#### ***Amount Available***

Maximum award amounts, if any, are stated in the following program briefs.

### Non-Supplanting

Grant funds may not be used to supplant state or local funds that would otherwise be available for these purposes.

### Match Requirement

Federal funds may be used to pay no more than 75% of the cost of an approved project. Grant recipients must provide the remaining 25% of project costs in cash from non-federal sources. For example, an applicant receiving approval for a project costing \$80,000 will be expected to provide \$20,000 of that amount in non-federal cash, and DCJS will provide \$60,000 in federal funds.

### Grant Period

The grant period for successful applicants will be from July 1, 2008 through June 30, 2009.

### Availability of Continuation Funding

Support for funded projects beyond their initial grant periods will depend on the projects' performance in meeting their objectives, timely compliance with reporting requirements, and the availability of JAG funds. **The maximum length of time any project may receive funding through this program is 48 months.**

### How to Apply/Deadline

**An original and three (3) complete copies (4 total) of the DCJS Grant Application must be received at DCJS' offices by 4:00 PM on Friday, February 29, 2008.** Facsimile and electronic copies **will not** be accepted. **Do not** submit bound grant applications. Individual copies should be either stapled or clipped. **Do not** use appendix material to extend or substitute for the narrative portion of the application. **Do not** submit appendices unless they are requested or essential to the review of the grant application. Appendices should be labeled and separated from the narrative and budget sections. Number **all** pages sequentially. Use 8 ½" by 11" paper only. All parts of the application must be completed.

Submit grant applications to:

Department of Criminal Justice Services  
Grants Administration Section  
202 North Ninth Street  
Richmond, VA 23219

### Review Process

DCJS staff will review grant applications and forward its recommendations to subcommittees of the Criminal Justice Services Board which will, in turn, make recommendations to the full Board. Final approval is at the discretion of the Criminal Justice Services Board.

## II. PROGRAM BRIEFS

### SCHOOL AND CAMPUS SAFETY PROGRAMS

**Goal** – Enhance the safety of public school, college or university campuses.

**Discussion** – There are 39 public colleges and universities in Virginia, including 4-year and 2-year institutions and community colleges. These colleges and universities utilize several methodologies and formats to provide security services for students, faculty, staff and visitors to their campuses. Some operate fully certified police departments that may or may not be supplemented by a security component consisting of non-sworn personnel. Many schools rely on non-sworn security departments. In recent years, the use of contract guard services has also been evident.

In 2006 the passage of House Joint Resolution 122 directed the Department of Criminal Justice Services to establish hiring and training standards for all persons providing security services on any college or university campus in Virginia. This effort is ongoing and will result in standardized hiring practices and training curriculum for the institutions, regardless of security format.

The events of April 16, 2007 on the Virginia Tech campus led to the appointment by Governor Kaine of a Review Panel to examine the strengths and failings in efforts to protect that campus community. Several of the recommendations from this report indicate the need for enhanced security initiatives.

Grants in this category will assist public school divisions and institutions of higher learning in carrying out security initiatives that will enhance their ability to provide protective services to their school or campus communities. Grants may be used for: improving crime prevention strategies; target hardening initiatives; threat assessment procedures; crisis management systems; or at-risk student intervention techniques. The funding may be used to provide training to publicly-funded security officers and law enforcement officers.

**DCJS will award grants in this category at a maximum amount of \$50,000 each, including required match.**

#### ***Project Narrative***

Applicants must provide a Project Narrative that includes a Program Title, Need Justification, and Project Description. See Section IV “Project Narrative” of these guidelines for instructions related to the Project Narrative.

#### ***Project Goals and Objectives Form***

Applicants must complete and submit a “Project Goals and Objectives Form” for their projects. See Section V “Project Goals and Objectives Form” of these guidelines for instructions to complete this form.

Applicants must include objectives on their "Project Goals and Objectives Form," that are measurable, intended to meet the goal of this program category, and directly related to the deficiency or problem identified in the Need Justification section of the Project Narrative.

***Restrictions***

- Grant funds may be used only for school and campus law enforcement or security purposes.
- Grant funds may not be used for construction or renovation, purchase of uniforms or equipment that is already standard issue for police or security personnel.

**Contact/Assistance**

Contact Donna Bowman, at 804-371-6506 or [donna.bowman@dcjs.virginia.gov](mailto:donna.bowman@dcjs.virginia.gov), for school and campus safety related proposals.

## SCHOOL RESOURCE OFFICER PROGRAMS

### *Goal*

Provide a safe, secure learning environment in specified public middle, high or alternative schools, and prevent or reduce juvenile crime.

### *Discussion*

A priority of DCJS grant programs is establishing or enhancing multidisciplinary partnerships to promote community safety and prevent crime. The establishment or enhancement of partnerships through grants providing funds for school resource officers (SROs) gives meaning and practice to the goals of community-oriented justice. Schools with SRO programs share knowledge and resources, educate citizens about the value of community-oriented justice and address public safety concerns, especially about the influence of drugs and juvenile violence.

Grant applications submitted to DCJS for SRO funds must reflect a community policing focus, with goals and objectives aimed at eliminating, reducing, or controlling juvenile crime.

**Grant awards in this category may not exceed \$50,000 per SRO position, including required matching funds. Requested funds must be used to pay salary and benefits for a full-time SRO at a specified middle, high, or alternative school that has not received funding previously from DCJS for an SRO program.**

### *Restrictions*

- Grant funds may be used only for salary and fringe benefits for a full-time SRO.
- Grant-funded SROs may not conduct scheduled activities in elementary schools.

### *Application Requirements*

Applications must be based on the Virginia School Resource Officer Program Guide at [www.dcjs.virginia.gov/forms/cple/sroguide.pdf](http://www.dcjs.virginia.gov/forms/cple/sroguide.pdf) and incorporate the following components:

- a. a community-oriented policing philosophy;
- b. SROs who are certified, sworn law enforcement officers employed by a lawfully established police department or sheriff's office;
- c. SROs who have at least one (1) year of certified law enforcement experience and the demonstrated ability, interest, and skills necessary to work with youth, school personnel, and the public to solve problems;
- d. SROs who act as primary law enforcement agents at the school and perform other multi-faceted roles including:
  1. instructor of law-related education classes;
  2. criminal justice system liaison;
  3. role model;
  4. crime prevention specialist;
  5. problem solver and mediator;

- e. SROs who have attended a DCJS-sponsored 40-hour Basic SRO School or will attend one within the first four months of the grant period;
- f. SRO who will be assigned to one secondary school (or to two, if the schools are in close proximity to each other.)

### ***2008-09 Memorandum of Understanding***

Grants will be awarded only to localities that have established a Memorandum of Understanding (MOU) between the local law enforcement agency and the school system to place certified, sworn law enforcement officers in middle, high, or alternative schools. The MOU should include the following information:

- a. a description of the chain of command for the SRO;
- b. definitions of the roles and responsibilities of school officials and of law-enforcement officers;
- c. communication between the SRO and the school, the SRO and the parent law enforcement agency, and the school and the law enforcement agency;
- d. dates for reviewing and renewing the MOU;
- e. signatures of authorized officials representing all parties to the agreement;
- f. effective date of the MOU.

### ***SRO Departmental General Order***

Applicants must submit a general order from their police/sheriff's departments that outline the operation of their SRO programs. To view a sample directive for SRO programs, refer to:

[www.dcjs.virginia.gov/cple/sampleDirectives/manual/rtf/2-27.rtf](http://www.dcjs.virginia.gov/cple/sampleDirectives/manual/rtf/2-27.rtf)

### ***SRO Job Description***

Applicants must submit a SRO job description from their police/sheriff's departments. Please refer to the Virginia School Resource Officer Program Guide at

[www.dcjs.virginia.gov/forms/cple/sroguide.pdf](http://www.dcjs.virginia.gov/forms/cple/sroguide.pdf) for information on the fundamental roles and job responsibilities of an SRO.

### ***SRO Grant Profile Sheet***

By the end of the first quarter of the grant period, localities receiving SRO grant awards must complete and submit online an SRO Grant Profile Sheet for each grant-funded position. Also, localities will complete and submit online an SRO Grant Profile Sheet within 30 days of a change in SRO personnel. The SRO Grant Profile Sheet is available at:

<http://www.dcjs.virginia.gov/forms/cple/sroGrantProfileSheet.cfm>.

### ***Project Narrative***

Applicants must provide a Project Narrative that includes a Program Title, Need Justification, and Project Description. See Section IV "Project Narrative" of these guidelines for instructions related to the Project Narrative.



### ***Project Goals and Objectives Form***

Applicants must complete and submit a “Project Goals and Objectives Form” for their project. See Section V “Project Goals and Objectives Form” of these guidelines for instructions to complete this form.

The application must include, at a minimum, individual, measurable and specific objectives on the “Project Goals and Objectives Form” that address:

- crime prevention activities;
- law enforcement activities;
- community liaison activities;
- and law-related education activities.

### **Contact/Assistance**

Contact Kathi Lee, 804-786-4303, or [Kathi.lee@dcjs.virginia.gov](mailto:Kathi.lee@dcjs.virginia.gov), for assistance with school resource officer proposals.

## CRISIS INTERVENTION TEAM PILOT PROGRAMS

### *Goal*

Improve the effectiveness of law enforcement agencies' response to situations involving persons who are mentally ill or under the influence of intoxicating drugs and who pose a danger to themselves or others.

### *Discussion*

The Governor's Public Safety Summit of 2005 identified the handling of the mentally ill and substance abusers as one of the most difficult situations with which law enforcement officers must frequently deal. It is often dangerous and nearly always time-consuming, reducing the availability of law enforcement service to the jurisdiction during the many hours that an officer must transport and stay with such persons while they are evaluated and then committed for mental health treatment.

Officers report that they are neither well-trained nor well-equipped to handle such persons properly. Mental health treatment resources and facilities are scarce in many of Virginia's localities and transport to distant locations is an added complication in such cases. When criminal activity is involved, persons needing mental health treatment may be committed to local or regional jails in lieu of receiving that treatment. Often no such treatment is available to them on a timely basis while incarcerated, or they may not be identified as needing such treatment.

In recent years, new models for establishing *crisis intervention teams* have been developed that offer evidence of improved, more efficient ways to handle these situations. This program offers localities the opportunity to explore improved procedures and methodology. Agencies applying for this funding are strongly encouraged to look at the current model for this program at the New River Valley Mental Health Association, based in Blacksburg, Virginia and the Memphis (Tenn.) Police Crisis Intervention Team program.

These grants will assist localities to establish crisis intervention team pilot programs to improve law enforcement's response to crisis situations involving persons with mental illness, substance abuse or both. Each crisis intervention team must develop a protocol permitting law enforcement officers to release from custody persons whom they encounter in crisis situations when the crisis intervention team has determined the person is sufficiently stable. The funding may be used to provide training to law enforcement officers and other members of a local crisis intervention team.

**DCJS will award up to two (2) grants in this category, at a maximum amount of \$150,000 each, including required match.**

### *Project Narrative*

Applicants must provide a Project Narrative that includes a Program Title, Need Justification, and Project Description. See Section IV "Project Narrative" of these guidelines for instructions related to the Project Narrative.

## ***Project Goals and Objectives Form***

Applicants must complete and submit a “Project Goals and Objectives Form” for their project. See Section V “Project Goals and Objectives Form” of these guidelines for instructions to complete this form.

The application **must** include the following objectives on the “Project Goals and Objectives Form.”

- By December 2008, form a local crisis intervention team task force, with representatives from law enforcement agencies, mental health service providers, local and regional jails (if applicable in your jurisdiction), local and state community corrections programs (if applicable in your jurisdiction). Design and implement a written protocol that governs the agencies’ interactions with each other in the handling of cases of mentally ill and mentally disordered persons.
- By June 2009, provide specialized training in the handling of the mentally ill and substance abusing persons exhibiting signs of mental disorder to at least 25% of the patrol force.

Applicants may include additional objectives on their “Project Goals and Objectives Form,” provided they are measurable, intended to meet the goal of this program category, and directly related to the deficiency or problem identified in the Need Justification section of their Project Narrative.

Under the Implementation Activities/Quarter section of the “Project Goals and Objectives Form,” the applicant must provide specific information about how training will be designed and carried out. Also under the Implementation Activities/Quarter section, the applicant should describe the formation of the task force (advisory committee) and include appropriate milestones for their activity.

## ***Contact/Assistance***

Contact: Heather D’Amore, 804-371-0635, or at [heather.damore@dcjs.virginia.gov](mailto:heather.damore@dcjs.virginia.gov)

# **ASSESSING THE IMPACT OF AND RESPONDING TO THE MENTALLY ILL IN THE CRIMINAL/JUVENILE JUSTICE SYSTEMS**

## ***Goal***

To establish, in a variety of settings, the means to better identify the mentally ill client, to assess the impact of such clients on the criminal and juvenile justice systems, and /or to improve the effectiveness of the response to such clients.

## ***Discussion***

Grants may be requested for projects to:

- 1) quantify the prevalence and impact of mentally ill offenders in adult jail facilities, and juvenile detention centers;
- 2) develop a capacity to better identify clients at intake for early intervention with those with mental illness/significant mental health disorders;
- 3) support development and implementation of training related to referral of the mentally ill in criminal/juvenile justice settings.

**Grant awards in this category will be limited to \$80,000, including required matching funds.**

## ***Project Narrative***

Applicants must provide a Project Narrative that includes a Program Title, Need Justification, and Project Description. See Section IV “Project Narrative” of these guidelines for instructions related to the Project Narrative.

## ***Project Goals and Objectives Form***

Applicants must complete and submit a “Project Goals and Objectives Form” for their project. See Section V “Project Goals and Objectives Form” of these guidelines for instructions to complete this form.

## ***Contact/Assistance***

Contact: For adult facilities, Rudi Schuster, 804/225-3076, or [rudi.schuster@dcjs.virginia.gov](mailto:rudi.schuster@dcjs.virginia.gov)

For juvenile facilities, Ashaki McNeil, 804/225-4329, or [ashaki.mcneil@dcjs.virginia.gov](mailto:ashaki.mcneil@dcjs.virginia.gov)

# CRIME & DELINQUENCY PREVENTION IN MINORITY/IMMIGRANT COMMUNITIES

## *Goal*

Increase minority, refugee and immigrant communities' understanding of and participation in crime/delinquency prevention, through partnerships with law enforcement and other community groups; improve these communities' understanding of their rights and responsibilities within the legal system.

## *Discussion*

Minorities make up 30% of the Commonwealth's total population. They also account for 38% of all crime victims and 45% of all violent crime victims, according to *The Governor's Preventing Crime in Virginia's Minority Communities Task Force Report*. Crime problems in minority, refugee and immigrant communities are complicated by the tenuous and often mistrustful nature of relationships between these communities and the criminal and juvenile justice systems. Because of experiences in their homelands, many immigrants and refugees are fearful of law enforcement and often do not report crimes or even look to the system for assistance. Language and cultural barriers compound this problem.

With the increase in non-English speaking populations in Virginia, the criminal and juvenile justice systems need to be more responsive to their needs. A number of official forms have been translated and, through the Supreme Court, translators are available for court proceedings; but there are many more needs that remain unmet. The language barrier hampers access to services and prevention opportunities.

DCJS will provide grant funds for localities seeking to promote partnerships between minority, refugee or immigrant communities and criminal or juvenile justice agencies to address crime problems and crime prevention needs in these communities. Additionally, DCJS will provide grant funds for localities or state agencies for initiatives that increase access to needed resources and services to prevent or reduce penetration of these populations into the juvenile and criminal justice systems.

For example, applicants may want to consider implementing culturally appropriate evidence-based delinquency prevention programs within or in close proximity to minority, immigrant or refugee neighborhoods. Such programs might include family-based programs, after-school programs, or mentoring programs. For a list of programs identified as model programs by the federal Office of Juvenile Justice and Delinquency Prevention, please consult their model programs guide and database at [www.dsgonline.com](http://www.dsgonline.com). Particularly useful may be family-based programs that employ bilingual staff in order to bridge the gap between the level of English proficiency of the parents and the greater proficiency of school-aged children, helping the parents to require greater accountability from their children.

**Applicants may request no more than \$80,000, including required match, for initiating and operating a prevention program, or up to \$20,000 including required match, for one-time expenditures such as hiring a consultant or translating/printing information materials.**

### ***Project Narrative***

Applicants must provide a Project Narrative that includes a Program Title, Need Justification, and Project Description. See Section IV “Project Narrative” of these guidelines for instructions related to the Project Narrative.

### ***Project Goals and Objectives Form***

Applicants must complete and submit a “Project Goals and Objectives Form” for their project. See Section V “Project Goals and Objectives Form” of these guidelines for instructions to complete this form.

The application **must** include the following objectives on the “Project Goals and Objectives Form” and make them measurable and specific to their community:

- Increase accessibility of services, programs or materials and information to minority, immigrant or limited English speaking (ESL) populations.
- Increase the number of minority, immigrant or limited English speaking (ESL) people receiving services (if applicable).

Applicants may include additional objectives on their “Project Goals and Objectives Form,” provided they are measurable, intended to meet the goal of this program category, and directly related to the deficiency or problem identified in the Need Justification section of their Project Narrative.

For those applicants proposing juvenile delinquency prevention projects, click [http://www.dsgonline.com/Program\\_Logic\\_Model/fg\\_pm.htm](http://www.dsgonline.com/Program_Logic_Model/fg_pm.htm) to view the federal Office of Juvenile Justice and Delinquency Prevention (OJJDP) Matrix of Performance Measures for assistance in drafting your objectives.

### ***Contact/Assistance***

Contact: Tim Paul, 804/786-2407 or [tim.paul@dcjs.virginia.gov](mailto:tim.paul@dcjs.virginia.gov), for law enforcement and crime prevention-related proposals

Laurel Marks, 804/786-3462, or [laurel.marks@dcjs.virginia.gov](mailto:laurel.marks@dcjs.virginia.gov), for proposals related to juvenile justice or delinquency prevention.

# RECRUITING AND RETENTION OF CRIMINAL JUSTICE PROFESSIONALS

## *Goal*

Improve recruitment and retention of law enforcement officers; and/or improve recruitment and retention of minority or bilingual criminal justice professionals.

## *Discussion*

Grant funds may be requested for projects to:

- 1) examine current policy or practices and make changes to improve the recruiting and retention of law enforcement officers within their hiring agency or within the discipline;
- 2) support development and implementation of recruiting initiatives aimed at increasing the number of minority or bilingual professionals throughout the criminal and juvenile justice systems.

Grant funds **may not** be used to pay for personnel salaries, but may include consultant work.

The 2005 Governor's Public Safety Summit identified as one of its primary concerns, the recruiting and retention of law enforcement officers throughout the Commonwealth. A focus group convened to discuss this topic found that virtually every law enforcement agency is experiencing difficulties in this area. The result has been an overall significant shortage of law enforcement personnel to perform this function adequately on a routine basis, and therefore a dangerous circumstance for addressing increased demands that may occur in any crisis.

The Governor's Task Force on Preventing Crime in Virginia's Minority Communities included in its final report a recommendation that, "All components of Virginia's criminal justice system should expand/emphasize minority recruitment ...". The Report went on to state, "The Task Force heard from many minority community members, including Task Force members, that there is a need to encourage greater participation in public service positions at all levels by minority members. This is one important way of promoting greater awareness of and sensitivity to minority issues and concerns. It is also a recommended way of providing input into policy and decision-making by public servants who have a better understanding of the effects of their actions on various minority populations and communities."

These concerns for recruiting and retention of qualified minority and bilingual applicants exist throughout the criminal justice system, including state and local probation and parole, community corrections programs, and juvenile equivalents of the adult corrections system. Related problems occur in courts and prosecutors' offices when cultural differences and language barriers interfere with or even prevent effective communication with system users.

**Applicants for grants in this category may request up to \$20,000, including required match.**

## *Project Narrative*

Applicants must provide a Project Narrative that includes a Program Title, Need Justification, and Project Description. See Section IV “Project Narrative” of these guidelines for instructions related to the Project Narrative.

### ***Project Goals and Objectives Form***

Applicants must complete and submit a “Project Goals and Objectives Form” for their project. See Section V “Project Goals and Objectives Form” of these guidelines for instructions to complete this form.

The application **must** include, at a minimum, at least one of the following objectives on the “Project Goals and Objectives Form,” made measurable and specific to the applicant’s community:

- Increase the number of successful qualified candidates for law enforcement entry positions;
- Eliminate or reduce shortages in agency authorized strength level;
- Increase the number of minority or bilingual applicants successfully recruited and employed in criminal justice system positions.

### ***Contact/Assistance***

Contact: Tim Paul, 804/786-2407 or [tim.paul@dcjs.virginia.gov](mailto:tim.paul@dcjs.virginia.gov), for law enforcement-related proposals.

Dan Catley, 804/786-8477 or [dan.catley@dcjs.virginia.gov](mailto:dan.catley@dcjs.virginia.gov), for adult correctional services-related proposals.

Laurel Marks, 804/786-3462 of [laurel.marks@dcjs.virginia.gov](mailto:laurel.marks@dcjs.virginia.gov), for proposals related to juvenile justice or delinquency prevention.



# **CRIMINAL JUSTICE SYSTEM IMPROVEMENTS**

## ***Goal***

Improve the functioning of the criminal justice system through strategies and programs that promote better system coordination, effectiveness and efficiency, and/or help agencies identify and respond to emerging criminal justice issues.

## ***Discussion***

Grants may be requested for projects to:

- 1) evaluate or examine current policy or practices and recommend or make changes to effect better coordination in the criminal justice system, and between criminal justice agencies and other agencies/systems; improve planning, effectiveness and functioning of the criminal justice system or specific agencies within the system;
- 2) support research on current and emerging issues confronting the criminal justice system;
- 3) support the development and implementation of training related to critical problems.

**Grant awards in this category will be limited to \$80,000, including required matching funds.**

## ***Project Narrative***

Applicants must provide a Project Narrative that includes a Program Title, Need Justification, and Project Description. See Section IV “Project Narrative” of these guidelines for instructions related to the Project Narrative.

## ***Project Goals and Objectives Form***

Applicants must complete and submit a “Project Goals and Objectives Form” for their project. See Section V “Project Goals and Objectives Form” of these guidelines for instructions to complete this form.

## ***Contact/Assistance***

Contact: Joe Marshall, 804/786-1577, or [joe.marshall@dcjs.virginia.gov](mailto:joe.marshall@dcjs.virginia.gov)

### III. APPLICATION FORMS & INSTRUCTIONS FOR PREPARING AN APPLICATION

The grant application “face sheet” and itemized budget forms are available at <http://www.dcjs.virginia.gov/forms/sectionForms.cfm?code=7&menuLevel=10&mID=6>.

#### A. Instructions for the first application page (“face sheet”):

**Grant Program:** The name of the grant program is included on the form contained in this guide. "Byrne Memorial Justice Assistance Grant Program"

**Congressional District(s):** Indicate the Congressional District(s) in which the project will operate.

**Applicant:** Use this space to provide the name of the locality, state agency, or organization applying.

**Faith Based Organization?:** Disregard.

**Applicant FIN** – Use this space to provide the applicant’s Federal Identification number.

**Jurisdiction(s) Served and Zip Codes:** List all jurisdictions and Zip Codes where the project will operate. If statewide, enter “statewide.” If a state college or university, enter “campus.”

**Best Practice?:** Disregard.

**Program Title:** “School and Campus Safety,” “School Resource Officer,” “Crisis Intervention Team Pilot Projects,” “Assessing the Impact of and Responding to The Mentally Ill in the Criminal/Juvenile Justice Systems,” “Crime & Delinquency Prevention in Minority/Immigrant Communities,” “Recruiting and Retention of Criminal Justice Professionals,” or “Criminal Justice System Improvements.”

**Type of Application** – NEW

#### **Project Director, Program Administrator, and Finance Officer:**

**Director:** The person who will have day-to-day responsibility for managing the project. The person DCJS will contact if further information is needed.

**Program Administrator.** The person who has authority to formally commit the locality, state agency, college/university, or organization to comply with the terms of the grant application including provision of the required cash match. This must be the organization’s chief executive officer. For a local unit of government, the chief elected official or County Administrator, Mayor, City Manager, (NOT the Sheriff or Chief of Police).

**Program Finance Officer.** The individual responsible for fiscal management of the funds associated with this grant.

*It is extremely important that you provide fax numbers, and e-mail addresses, as well as telephone numbers for each person.*

**Brief Project Description** - A short description of the proposed project.

**Project Budget Summary** - Appropriate figures from the "Itemized Budget" categories.

## **B. Instructions for Itemized Budget pages:**

Use the "Itemized Budget" form to detail all proposed expenditures to be made with grant funds, including matching funds.

Provide line item breakdowns of figures, divided into federal and applicant match. The proposed grant budget must reflect match on a line-by-line basis. It is important to remember that matching funds included in a grant budget are subject to the same requirements and conditions that apply to the federal or state funds awarded by DCJS. These include the certifications and assurances required to be submitted with the grant application and any conditions attached to the grant award.

Federal funds may be used to pay no more than 75% of project costs. The remaining 25% must be provided in cash from non-federal sources.

### **Unallowable Costs**

Grant funds, including match, may not be used for: firearms, ammunition and related equipment; clothing/uniforms; construction or renovation; land acquisition; lobbying and political contributions; honoraria; bonuses; personal entertainment such as tickets to sporting events; personal calls; alcohol; food and beverages; and luxury vehicles.

#### **1. Personnel/Employees**

- a. For Salaries: list each position by title (and name of employee, if available). Show the annual salary rate for the employee and the number of hours to be devoted to the project by the employee. The amount requested should take into account time needed to establish and fill new positions and the changing demands for personnel during the course of the project. Job descriptions and qualifications of staff should be on file at the implementing agency. The budget narrative (see C., below) should justify the necessity for creating new positions. Could present staff be reallocated? Could volunteers be utilized? Do all positions need to be full time? Are salary scales consistent with similar state or local wage scales? The workload must justify creating full-time positions. Employees who are paid in whole or part with grant funds (including match) must perform work for the grant-funded project in proportion to the amount of their pay provided by the grant.
- b. For employee benefits: Indicate each type of benefit included and the total cost allowable to employees assigned to the project.

#### **2. Consultants**

List costs for consultant services in this section. Each item must specify the time (hours or days) required to provide these services.

a. Individual Consultants.

For individuals to be reimbursed for personal services on a fee basis: List each type of consultant or service (with numbers in each category and names of major consultants when available), the proposed daily fee, and the amount of time to be devoted to such services. **An individual consultant's rate may not exceed the approved federal rate of \$450.00 per day.**

a. Organizations and Associations.

For organizations, including professional associations and educational institutions, performing professional services: Indicate the type of services being performed and estimated contract price. (The approved federal rate will be applied.)

b. Consultants' Subsistence and Travel.

Estimate actual costs, adhering to the grant applicant's established travel policy. All travel must be for reasonable expenses. State travel and per diem rates will be applied.

*Requests for funds for consultants are carefully evaluated and approved only when it is clearly demonstrated their use will significantly, and permanently, enhance the project's effectiveness. The budget narrative must clearly explain the need for consultant services.*

**3. Travel and Subsistence for Project Personnel**

Itemize total travel expenses of project personnel by local mileage, non-local, and subsistence. Applicants may follow their own established travel rates if they have an established travel policy; otherwise, the applicant must adhere to state travel policy. The State allows reimbursement for actual reasonable expenses. Transportation costs, such as air and rail fares, are at coach rates. Justify travel by explaining its relevance to job duties.

*Travel expenses must be fully justified in the budget narrative section.*

**4. Equipment**

Each major item to be purchased must be separately listed with its unit cost. Each item to be leased or rented must be separately listed with the cost associated with the lease or rental. Only equipment directly related to the project proposed in the grant application and necessary for the project's implementation may be included in the grant budget. The **budget narrative** must thoroughly explain the relevance and importance of each item to the project. Equipment expenses not thoroughly explained and justified will be deleted from the budget.

**5. Supplies and Other Expenses**

Itemize all costs within this category by major type (e.g., office supplies, training materials, research forms, telephone, and postage) and show the basis for the cost computation ("x" dollars

per month for office supplies; "y" dollars per person for training materials; telephone long distance at "z" dollars per month, etc.). Office rental costs must be reasonable and consistent with rents charged in the area.

## **6. Indirect Costs**

Indirect costs **may** be approved if the applicant can demonstrate they are necessary to the operation of the organization and the performance of the project. The grant applicant must include a copy of an approval for its indirect cost rate from a federal agency (e.g. Dept. of Justice, Dept. of Health and Human Services or Dept. of Education). Indirect costs do not allow an applicant to exceed the grant limits as specified in the program guide.

## **7. Cash Funds** (Supporting this project from sources other than the grant program.)

This item is optional and is included to permit those applicants wishing to do so to show any additional support they may be providing to the proposed project, beyond the funds (both DCJS and match) actually applied for in the grant application. The terms, conditions and assurances which apply to the grant award do not govern funds shown in this item. List the source and amount of all cash funds, other than required matching funds, that will help support this project.

## **C. Project Budget Narrative:**

In addition to completing the Itemized Budget forms, you must also provide a Project Budget Narrative that explains the reason for each requested budget item and provides the basis for its cost. All items requested in the Itemized Budget must be thoroughly justified and clearly related to the proposed project or they will be deleted from the budget.

## IV. PROJECT NARRATIVE

Provide a narrative, no more than 3 pages in length, that describes in detail the need for the project, and a description of what the project consists of, its goals, its objectives, what will be accomplished, plans to carry out or implement the project, and methods for measuring the degree to which the project goals and objectives are met. In preparing your Project Narrative, please use the following format and headings.

### **Program Title:**

“School and Campus Safety”, “School Resource Officers”, “Crisis Intervention Team Pilot Project,” “Assessing the Impact of and Responding to the Mentally Ill in the Criminal/Juvenile Justice Systems,” “Crime & Delinquency Prevention in Minority/Immigrant Communities,” “Recruiting and Retention of Criminal Justice Professionals,” or “Criminal Justice System Improvement.”

### **Need Justification:**

In this section, the applicant must identify and describe in specific terms the nature and extent of the deficiency or problem that the proposed project is intended to address. The applicant must provide statistics that support the existence and extent of the deficiency or problem. Sources for statistics may include: data sources such as crime statistics, crime trends, calls for service, population demographics, community needs assessments, surveys, or other sources of available information related to the identified deficiency or problem. Whenever possible, the application should show how the deficiency or problem has grown over time. The applicant must state directly and completely why there is a need for a grant. Describe existing resources and services that are currently available to address the deficiency or problem, including any other federal or state grants, and state why those resources and services are inadequate.

### **Project Description:**

In this section, provide a complete description of the project design and planned implementation activities, fully describing how the project will reach its stated goals and objectives. The project description must tie implementation activities to the project’s goals, objectives and performance measures. Include a comprehensive timeline that identifies milestones and deliverables. Fully describe the capabilities of your organization to implement the project. Identify the staff responsible for each activity and describe the competencies of the staff assigned to carry out and manage the project.

Describe how your agency intends to institutionalize and continue this program after grant funds are no longer available.

## V. PROJECT GOALS AND OBJECTIVES FORM

The application **must include** a completed “Project Goals and Objectives Form.” [Click here](#) to access the form.

## **A. Instructions for completing the “Project Goals and Objectives Form.”**

### **Goal:**

Fill in the “Goal” section of the “Project Goals and Objectives Form.” Your project goal statement must be based on language from the Goal section of the Program Brief under which you are applying for funds. Use as many copies of the “Project Goals and Objectives Form” as needed to describe your project.

### **Objectives:**

Complete the “Objectives” section of the “Project Goals and Objectives Form,” numbering each objective and listing each individually. Your objectives must advance the goals of the Program Brief under which you are applying and must relate directly to the deficiency or problem described in the “Need Justification” section of your Project Narrative. Objectives must be specific, measurable, achievable, related to goals, and time-bound.

If the Program Brief under which you are applying has required objectives, be sure to include them on the “Project Goals and Objectives Form,” adding language that makes the objectives specific to your project and measurable.

### **Implementation Activities/Quarter and Person Responsible:**

For each objective, complete the “Implementation Activities/Quarter” section of the “Project Goals and Objectives Form.” Provide a thorough, specific list of activities and/or tasks that will be undertaken each quarter to accomplish each objective and complete the project. For example, the “Implementation Activities/Quarter” section would include details such as when and where an activity will occur, who and how many will participate in the activity and what resources and materials will be used in the activity. Important dates and milestones should be identified in this section. Next to each implementation activity, complete the “Person Responsible” section of the form.

### **Performance Measures:**

For each objective, complete the “Performance Measures” section of the “Project Goals and Objectives Form.” Identify the performance measures, statistical data or other relevant documentation that will be collected. Describe the specific outcomes you expect to achieve through your project. Describe how you will analyze data you collect, determine the degree to which each objective is achieved, evaluate your performance and assess the effectiveness of your project. Grant recipients are required to report quarterly on their progress toward achieving their stated objectives.

## VI. ATTACHMENTS (available for download)

### **Certifications, General Grant Conditions and Assurances:**

A complete grant application includes signature pages from two documents not contained in this program guide:

1. *Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements*
2. *General Grant Conditions and Assurances [Attachment A]*.

These forms can be downloaded from the DCJS web site at

<http://www.dcjs.virginia.gov/forms/grants/usdoj.pdf>

<http://www.dcjs.virginia.gov/forms/grants/attachmentA.pdf>

The DCJS and the federal government require these agreements. These forms must be signed by the Project Administrator and returned with the grant application. Failure to include these forms delays the grant review process and may disqualify the application. Paper copies may be obtained by contacting Virginia Sneed in the Grants Administration Section of DCJS at (804) 786-5491.



## GRANT APPLICATION CHECKLIST

- ☐ Are **all** pages of the application numbered sequentially? Is the application on 8 ½" by 11" paper?
- ☐ Has the first page of the Grant Application been completed, including Project Administrator's signature? [Administrator: city/town manager, county executive, mayor or chairman of the board of supervisors; the director of a state agency; the president of a college/university]
- ☐ Have all applicable parts of the Grant Application Itemized Budget been completed?
- ☐ Does each budget item show the federal fund amount and cash match amount as well as the total? (75% / 25%)
- ☐ Has a Project Budget Narrative been provided, explaining each item shown in the Itemized Budget?
- ☐ Is the Project Narrative no more than 3 pages in length?
- ☐ Does the Project Narrative contain the following:
  - ☐ Program Title?
  - ☐ Need Justification?
  - ☐ Project Description?
  - ☐ Completed "Project Goals and Objectives Form"?
- ☐ Signed copies of the General Grant Conditions and Assurances and Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements; two (2) signature pages total?
- ☐ Does the material being submitted include an original and three (3) copies (for a total of 4) of the completed Grant Application?